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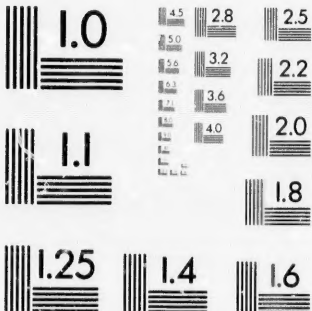
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*To be considered at the next
Meeting of the Commission.*

REGULATIONS

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FOR

CITY SCHOOLS

UNDER THE PROTESTANT BOARD OF
COMMISSIONERS,

MONTREAL, APRIL, 1873.

MONTREAL:—"WITNESS" PRINTING HOUSE.

Photo
Leache
Spring

REGULATIONS.

I.—CITY MODEL SCHOOLS.

These Schools are of three kinds—Primary, Intermediate, and Senior; two or three of which may be united in one building, under the control of one Head Master (or Mistress). They are defined by the work done in them, according to the Limit Tables published by the Commissioners.

II.—SCHOOL OFFICERS.

The School Officers are an Inspector, Head Masters and Mistresses, Assistant Teachers, and Care-takers.

III.—THE INSPECTOR.

To the Inspector is committed the task of securing the proper grading and harmonious working of the Schools, as part of a general system. He must visit each school monthly, for the purpose of advising with Teachers in regard to any matters on which they wish to consult him; of examining any class in any portion of its work; of seeing that school records are properly kept; and, generally, of inquiring into and making suggestions for the improvement of any part of school work or discipline. He must furnish a monthly report of his work to the Board of Commissioners.

IV.—HEAD MASTERS.

Every School is under the immediate control of a Head Master (or Mistress), whose duty it is to arrange and oversee the course of instruction in it; to maintain with justice, kindness and discretion, efficient discipline; to secure the cheerful and faithful co-operation of assistant teachers; to enforce upon care-takers due attention to their duties; and to observe and cause to be observed by pupils and subordinates in office the Regulations of the Board; to keep all school accounts and records, and to furnish to the Board monthly, a report of attendance in the School and an abstract of accounts.

V.—ASSISTANT TEACHERS.

All Teachers are responsible for the proper discharge of the duties assigned them in the Time-Table of the School, for the

*Photo
Teachers
of pupils*

with the vouchers

keeping of the Roll, and for the progress and good order of each Scholar in their respective classes. They are expected to bear cheerfully their share of all extra duties, and to co-operate heartily with others for the success of the School.

VI.—CARE-TAKERS. *

Each Care-taker is responsible to the Head Master for the cleanliness, warmth, and ventilation of the school-rooms, and for the good order and security of the school premises.

VII.—ILLNESS OF TEACHERS.

In case of such serious illness of a teacher as will necessitate absence from school for two weeks or more, notice must be sent, together with a medical certificate, to the Secretary, who will, in consultation with the Inspector, provide, at the expense of the Board, a substitute, whose remuneration shall be at the rate of \$6 a week. Half salary will be paid to the absent teacher. This arrangement shall continue not longer than two months, at the end of which the Board will fill the situation. Should such Teacher on recovery desire renewed employment, his claims will be considered by the Board.

VIII.—INATTENTION TO DUTY.

It shall be the duty of the Head Master to report to the Inspector any case of inattention to duty on the part of an Assistant Teacher, unless by previous remonstrance he shall have secured immediate reformation. Should the Inspector fail to secure amendment he shall report to the Board.

IX.—RESIGNATIONS.

Resignations must be submitted to the Board at a regular monthly meeting two months previous to taking effect.

X.—WHO MAY BE ADMITTED TO SCHOOLS.

Children resident in Montreal, of school age, of sound mind, and in possession of their senses, will be admitted to any school which has accommodation for them.

XI.—CONDITIONS OF CONTINUANCE IN SCHOOL.

The continuance of a child in school is conditioned upon the due payment of fees, being furnished with prescribed text-books,

* See instructions to Care-takers printed by authority of the Board.

attention to studies respectful obedience to teachers, pleasant intercourse with school-fellows, avoidance of injury to school premises and furniture, and abstinence from immorality in speech and action. X

XII.—TRANSFER TO OTHER SCHOOLS.

When a pupil has completed the curriculum of any primary or Intermediate school, he ~~must~~ be removed to a higher. No deviations from this rule will be permitted unless expressly sanctioned by the Inspector. shall

XIII.—RECEPTION FROM OTHER SCHOOLS.

It shall be the duty of the Head Master, in receiving a new pupil, to inquire if he has previously attended any School under the control of the Board: and, if so, to ascertain and record what school, and the standing and register number of the pupil in it.

XIV.—VACATION.

The schools will close for the summer vacation on the last school day preceding the 1st of July, and re-open on the first school day succeeding the 1st of September.

XV.—HOLIDAYS.

Holidays shall be as follow :—

- 1st. Every Saturday.
- 2nd. A week at Christmas.
- 3rd. Good Friday.
- 4th. The Queen's birthday.
- 5th. Such days as may be proclaimed by Authority.

XVI.—SCHOOL HOURS.

The Schools shall open for the morning session at 9 o'clock, and close at 12, and for the afternoon shall open at a quarter past 1 o'clock, and be dismissed at such time as may be consistent with the requirements of the limit-table. Each Teacher must be in the School five minutes before the time of opening, and must not leave before the dismissal of the whole school.

XVII.—PLAY GROUNDS.

The Play Grounds shall be opened at a quarter before nine in the morning, and be closed fifteen minutes after

the dismissal of the school for the day. Arrangements must be so made as that a Teacher shall be in attendance from the opening to the closing of the play-ground, to take charge in the intervals of school work.

XVIII.—TIME TABLE.

The Time Table of each School shall be drawn up by the Head Master in consultation with the other Teachers, conforming as nearly as practicable to the Limit-Tables of the Board. When drawn up it must be submitted to the Inspector at the earliest opportunity, who, if it be satisfactory to him, shall sign it. No Time-Table shall be binding without his signature, and, except to meet a temporary emergency, no Time-Table so authenticated shall be altered or departed from without his approval signified in writing. A similar course must be followed in respect to any rules which it may be thought desirable to enact in any School.

XIX.—EXAMINATIONS.

A General Examination of the Schools shall be held in the beginning of April of each year; at its close, and in accordance with its results, promotions shall be made, classes rearranged, and the next year's work inaugurated. The Inspector's examinations shall be held as usual at this time; but additional examinations may be held by the teachers as they may deem necessary in order to decide on promotions. When the examinations are finished, and before promotions are made, a list of the classes as reorganized shall be furnished to the Inspector, who shall compare the lists with the results of his own examinations. If he be satisfied, the promotions shall then be made; if not, he shall consult with the teachers concerned, and make his decision, which shall be final.

Public examinations will be held from time to time by appointment of the Commissioners.

XX.—PROMOTIONS TO THE HIGH SCHOOL AND THE UNIVERSITY.

At the close of the April examination of each year, the Board will promote to the Classical Department of the High School, as free scholars, such boys in the Senior Model Schools as upon examination in Arithmetic, Algebra, Geometry and Latin prove themselves worthy of this privilege. Should the boys so promoted pass through the High School with credit, the Board will make arrangements for their free education in the Arts Department of McGill University. No promotion, whether to the High School or to the University, can take place unless the candidate previously produce a certificate of good conduct, and

English

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of creditable standing in the ordinary English branches, from the Head Master of the School from which he seeks to be advanced.

XXI.—HOME WORK.

It is recommended to make home work subservient chiefly to rectifying the deficiencies of individual pupils. The work assigned to be done at home by pupils in Primary Schools should demand no more than half an hour daily on the average; by those in Intermediate Schools one hour, and by those in Senior Schools, Latin excepted, no more than an hour and a half.

XXII.—DISCIPLINE.

The Discipline of the Schools is founded on instruction in duty, and is maintained by appeals to reason and right moral feeling, aided by rewards to the diligent and obedient, the reproof and punishment of those neglectfully and wilfully wrong, and the expulsion of the incorrigible.

~~XXIII.—INSTRUCTION.~~

It is expected that no child ~~shall~~ be punished for a fault committed in ignorance; accordingly care must be taken to set duty before children formally from time to time. Care must also be taken that school regulations be not too minute nor school duties unnecessarily multiplied or onerous.

~~XXIV.—REWARD.~~

Habits of diligence and good conduct must be fostered by reward.

One of the best rewards is private or public commendation from a judicious teacher.

~~XXV.—PUNISHMENT.~~

If rewards fail to secure good conduct and diligence on the part of any child, punishment must be resorted to.

The punishments at the command of every Teacher are reprimand, standing on the floor, keeping in, whipping on the hand with the taws, and sending out of the room.

To the Head Master alone is committed the power of suspension. The Board retains in its own hands the power of expulsion.

XXVI.—FEES.

The fee is 20c. per pupil per month. When two or more

* See private instructions to Teachers, printed by authority of the Board.

children belonging to one family attend the same school, the fee shall be for two children, 30cts. a month, for three children, 40cts., and so on in the same proportion.

All fees are payable in advance on the first school-day of each month. Children admitted before the 15th day of the month will be charged the full fee; those admitted on and subsequently to this date will be charged ten cents for that month.

Any teacher permitting a child to remain in school more than five days without payment of, the fee becomes responsible to the Board for it. *Monthly*

XXVII.—EXEMPTIONS.

Children of teachers in the employ of the Board are exempt from the payment of fees. Exemptions on the plea of poverty may be made by the Head Master with the consent of the Secretary. *month-*

XXVIII.—CONFERENCE OF TEACHERS.

A Conference of Teachers shall be held in the High School on the first Thursday of each month, at half past four o'clock in the afternoon, for the discussion of all points touching the interests of the schools.

following The order of proceedings shall be:—

- 1st.—The Chair to be taken by the Chairman of the Board, the Secretary, some other Commissioner, or in their absence by the Inspector. *obscurely*
- 2nd.—Prayer.
- 3rd.—Communications from the Board and from the Inspector.
- 4th.—Questions and Replies.

XIX.—ADVERTISEMENTS, ETC., ETC.

No books or other publications shall be circulated, and no announcement made in the Schools, save those which relate to school work, without the sanction of the Board.

No contributions of money from either teachers or pupils shall be sought in the schools, on any pretext, nor can presentations be allowed.

By order of the Board,

JOHN JENKINS, D.D.

Chairman.

